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17 MAR 1987

MEMORANDUM FOR: Chief, DDA Management Staff

FROM: John M. Ray  
Director of LogisticsSUBJECT: Updating DA Office Organization Profile ☐REFERENCE: Memo from C/DDA Management Staff to D/L dated  
2 March 1987

In response to your attached referenced memo of 2 March, the  
Office of Logistics (OL) submits the attached updated diagram,  
function statement, and responsibilities for OL. If you have any  
questions, please contact ☐ OL Planning Officer on

☐  
☐  
John M. Ray

## Attachment

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**Office of Logistics****Overall Functions**

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities: establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; operation and maintenance of the Headquarters Building complex; printing, photography, mail and courier, transportation and other appropriate logistical services.

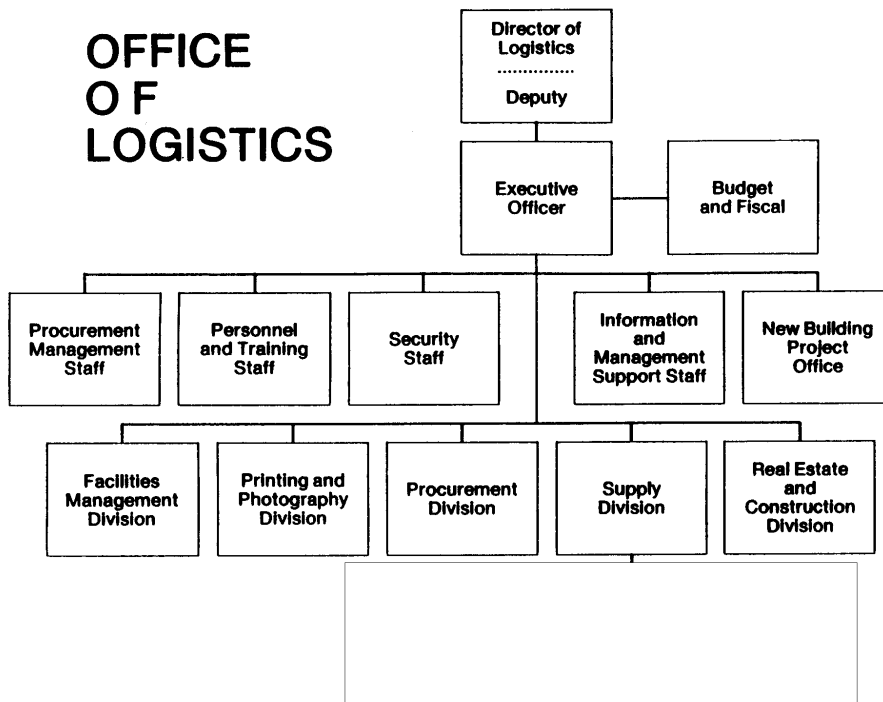
Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics support to Agency domestic and overseas facilities.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA), which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

**OFFICE  
OF  
LOGISTICS**

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#### **Logistics Management**

Directs and supports the personnel assigned to the Logistics career service and to the staffs and operating divisions of the Office of Logistics (OL). Five staffs and the executive office provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation and centralized control of ADP applications; and operate a contract information system, perform security inspection of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employee opportunity within OL.

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#### **New Building Project Office**

Provides centralized management for all construction activities related to the Headquarters Expansion Project, including adjudication of architectural and engineering issues; management of the construction budget and schedule; administration of the support budgets associated with communications, ADP, and security systems; and liaison with Federal, State and local agencies required for the initiation and implementation of all facets of the Headquarters Expansion Project.

#### **Facilities Management Division**

Provide engineering, maintenance and administrative support to Agency facilities in the Headquarters area. Functions include monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters Compound; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program; vehicle armoring; mail and courier services; motor pool operations; classified waste disposal; and distribution of supplies.

#### **Printing and Photography Division**

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids and administration of an Agency-wide copier management program.

#### **Procurement Division**

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required.

#### **Supply Division**

Provides material support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide,

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DDA 87-0352  
2 March 1987



MEMORANDUM FOR: DA Office Directors

FROM:

Chief, Management Staff

SUBJECT:

Updating DA Office Organization Profile

We are in the process of updating Directorate briefing materials and one of the items needing attention is the individual Office structural diagrams and the narratives supporting the outlined positions. Attached is an old copy of your Office structure for your review. Please update accordingly to include: the overall Office function category, the Office diagram and the individual position responsibilities. Request that these updates be returned to the Management Staff, Attention: by COB 20 March. Your efforts are appreciated.

Attachment  
As stated

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SUBJECT: Updating DA Office Organization Profile

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## Office of Logistics

### Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities: establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; operation and maintenance of the Headquarters Building complex; printing, photography, mail and courier, transportation and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

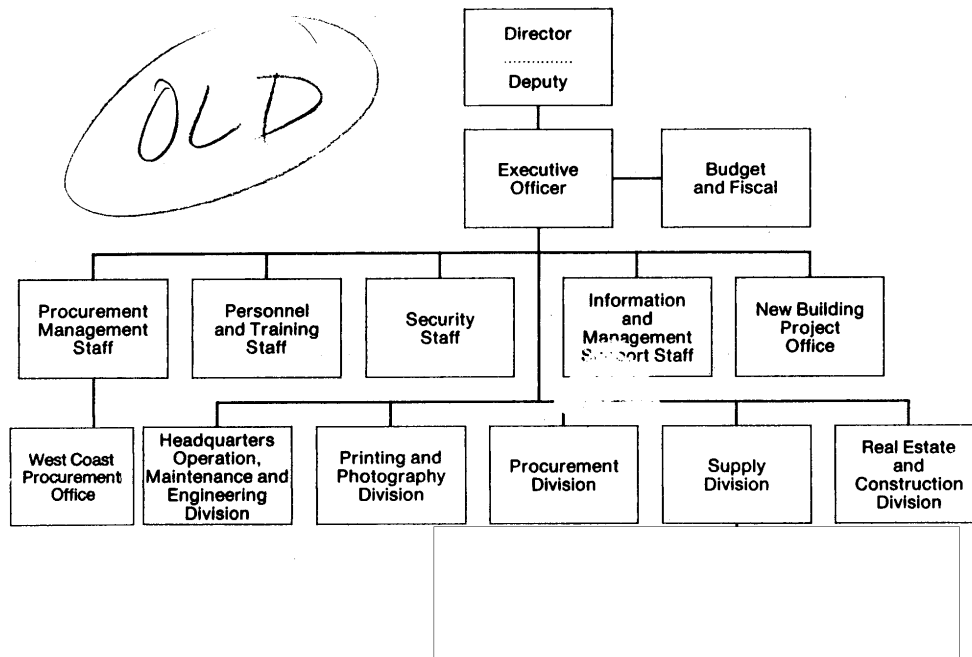
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Manages the Single Transportation Allotment (STA), which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

## Office Of Logistics



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### **Logistics Management**

Directs and supports the personnel assigned to the Logistics career service and to the staffs and operating divisions of the Office of Logistics (OL). Five staffs and the executive office provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation and centralized control of ADP applications; and operate a contract information system, perform security inspections of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employee opportunity within OL.

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### **New Building Project Office**

Provides the conceptual design and planning for consolidating Agency Metropolitan Washington area facilities. Provides centralized management for all aspects of the New Building including development of a space assignment and interior layout plan; a management plan to control schedules, and budgets associated with communication, ADP, and security systems; an integrated logistics support plan for operation and maintenance, and working hour and parking management strategies necessary to the operation of the expanded Headquarters facility.

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### **Headquarters Operation, Maintenance and Engineering Division**

Provide administrative support to Agency facilities in the Headquarters area. Functions include mail and courier services; motor pool operations; classified waste disposal; distribution of supplies; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program; vehicle armoring; and monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters compound.

### **Printing and Photography Division**

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids; and administration of an Agency-wide copier management program.

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### **Supply Division**

Provides materiel support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide.